**Given the circumstances (☹) you will have to submit the following:**

*A Power Point* (10-12 slides) **- both** images and text

- well-written slides ! (lists of words, phrases, short sentences, **not** large chunks of text)

- !!!!!!! the 1st slide= the topic + the speaker’s name; the 2nd slide = the outline; the penultimate slide = summary/conclusion/call for action; last slide = references (if the case)

**AND**

**- either** a *Word document* with brief explanations for each slide, **OR,** (preferably !!), *a PPP with notes for every slide*– the notes you would normally use in the classroom if you delivered your presentation

**Presentations (Recap)**

*Questions to ask yourself before starting to work on your presentation:*

**What** am I going to present?

Topics

* *Technology* (a product, a prototype, a concept, a theory, an experiment, social impact of technology etc)

OR

* *A hobby* (it needn’t be related to technology)

Examples (for the **social impact** of technology):

- psychology (addiction, FOMO, echo chamber effect, filter bubbles, etc)

- ethics (designer babies, cloning, transhumanism, genetic engineering, ethical hacking etc)

- generation gap (digital immigrants, digital natives)

-distance (e-commerce, e-learning, teleworking, interplanetary travel, space travel)

- danger (cybercrime, cyber-bullying, fake news)etc

**Who** is going to listen to me? (info about my audience: age, interests, motivation, education, level of expertise, cultural background etc + see the PDF “Representational systems” + see the PDF “ Personality\_Intelligences” + <https://www.youtube.com/watch?v=bxpQbA_FvLk> -Learning styles – Alex Lyon) 7 min

**Why** am I presenting this? (to inform/ to persuade/ to build good will/to promote/to entertain)

**When** am I going to present? (naturally enough, people are more alert in the first part of the day and less focused in the evening after a long day of work, so you need to adapt your presentation to the circumstances).

**Where** am I going to present? (make sure there are enough seats, the technical equipment is functional etc)

Finally, depending on the answers to all these questions: **How** am I going to present ?

**Structure (recap)**

**!** “**First,** tell them what you **are going to tell** them**/ then tell** them, **finally,** tell them what you **have already told** them”.

! Most listeners tend to remember mostly the info given at **the start (“primacy”)** and **at the end (“recency)** of the presentation (**the serial position effect**), so make sure you come up with an impactful beginning and a memorable end.

**1) Introduction**

a) *must-haves*: introduce yourself/introduce the topic/ give an outline/state the duration of the talk/state the time for questions

b) *nice-to-haves*: jokes, quotes, staggering statistics, “What’s in it for you?”, reference to a personal experience or a famous/historical/out of the ordinary event, expert testimony etc. (see ex. B/pg 24+ex.C/pg25/Jump Start).

**2) Body of the presentation**

- ideally, not more than 3 key main points

- signposting: signal where one part of the presentation begins/ where it ends (see examples in PDF “Signposting” and PDF “P\_signposting”)

-use linking words to help the listener understand how the ideas of your presentations are organized: *adding a point* (also, as well as, in addition to, not only but…etc); *contrast* (however, although, despite the fact that, nevertheless/none the less/still not, but/yet); *logical relations* (as a result/accordingly/thus/ hence; in turn) etc. – see PDF Unit40\_vocabulary + PDF Linking\_words

**3) End of the presentation**

summary/ conclusion/ closing remarks /call for action (see the PDF “Summary”)

For more info on how to structure your presentation, please read: <https://virtualspeech.com/blog/how-to-structure-your-presentation>